



## Midpeninsula Regional Open Space District - *JOB ANNOUNCEMENT*

# Facilities Maintenance Specialist

Annual Salary Range: \$89,253 - \$111,478  
plus full benefits including CalPERS Pension

*Application Deadline: Sunday, August 4, 2024*

Do you have a passion for outdoor recreation and open space? Midpeninsula Regional Open Space District (Midpen) delivers multiple facilities projects annually to support the agency's commitments to the public regarding greater access and outdoor education, protected open space lands, and resource restoration. Midpen is seeking a Facilities Maintenance Specialist who will support maintenance and improvements of buildings and facilities for the staff and public. The candidate's previous experience should demonstrate the pre-requisite professional independent judgement, attention to detail, time management, and communication skills that are required to successfully fulfill the duties of this role. A successful candidate will be a self-starter who strives to continuously improve. They will possess excellent customer service skills and trouble shooting abilities and enjoy working independently as well as within a group setting.

**About Midpen:** Midpen helps plants, animals and people thrive throughout the greater Santa Cruz Mountains region by preserving a greenbelt of more than 70,000 acres of public open space with 250 miles of trails in 27 extraordinary preserves, permanently protected for natural resource conservation and ecologically sensitive public enjoyment and education. Midpen is a public agency with a focused mission that guides our work, and where every employee makes an impact. If you are looking for an outstanding opportunity to contribute to the legacy of open space protection, natural resource restoration and outdoor recreation, working with an incredible team of like-minded colleagues, we invite you to apply for this position! Check out the [Working for Midpen video](#) on our Employment Opportunities page.

**About the Position:** The Facilities Maintenance Specialist performs all aspects of facilities maintenance for the Administrative Office Facilities, including building operation, vehicle fleet maintenance, landscaped grounds and parking areas, and various physical systems such as HVAC, plumbing, painting, assembly, construction, electrical, data cabling, and security systems. This position is also responsible for non-routine repairs and improvements at Midpen Field properties as well as performing preventative maintenance tasks, repairs, and minor improvement projects. The Facilities Maintenance Specialist will support Midpen's utilization of contractors and act as a point of contact for a wide variety of maintenance and repair tasks. The successful performance of this work will require a working knowledge of a broad range of facility maintenance trades and technical principles, as well as a professional background and the ability to coordinate work with other Midpen departments. The majority of the work will include maintenance and operations of Midpen's administrative office, but will also include project work on Midpen staff field offices and facilities, district owned and managed residential housing, historic properties, ranch infrastructure, as well as public buildings such as Midpen's Daniels Nature Center. For additional information about the position, see the [Job Description](#) on the Midpen website.

### **A Few Reasons Why You May Love This Job**

- Collaborative work that directly supports Midpen's mission to protect and restore the natural environment
- You'll be part of a talented and dynamic team whose work contributes to providing nature's benefits to everyone
- Excellent employee benefits, including medical, dental, vision, tuition reimbursement, and a retirement pension through California Public Employees Retirement System (CalPERS)
- 'Joint Resource Workdays' allow all district staff to get involved and work together on a variety of maintenance, resource management, habitat restoration and capital improvement projects.

**Work Environment:** This position is part of the Land and Facilities Services Department at the Midpen offices in Los Altos, California and will be required to work onsite Monday through Friday on a 9/80 schedule. Work will be performed primarily in an office environment and at times at Midpen Field facilities and residential properties located primarily in the field. May be required to work evenings, weekends, and holidays, be called back after hours and on weekends or respond to and performs work in emergency situations as required. When conducting field assignments, work may include traversing rough, difficult terrain in inclement or hot weather with exposure to poison oak. Duties will include building and facility work that will require climbing ladders and entering confined spaces. Ideal candidates will be comfortable working in these types of conditions, as well as in an office environment. Positions in

this classification must possess the ability to lift and carry materials and objects weighing up to 60 pounds and must possess the ability to push and pull objects weighing up to 100 pounds, with the use of proper equipment. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Midpen reserves the right to limit or deny off-duty employment or business ownership which creates a conflict of interest or an incompatibility with District employment. Information can be found in the Personnel Policies and Procedures Manual [Section 4.13 Off-Duty Employment and Business Ownership](#).

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework in facilities management, construction project management or a related field or training in applicable trades and three (3) years of experience in construction, maintenance, and/or repair of buildings, structures and/or related facilities.

Completion of an apprenticeship program or the equivalent training in one or more of the construction trades is highly desirable.

**Licenses & Certifications Required:** Possession of a valid California Driver's License.

**Benefits:** Midpen provides a competitive benefits package including health, life and disability insurance, CalPERS pension and paid leaves. Detailed information is available on the [Benefits](#) page of our website.

**How to Apply:** apply online at [CalOpps.org](#).

(To avoid missing email communication regarding your status in this recruitment, add [mpropenspace@calopps.org](mailto:mpropenspace@calopps.org) to your contacts or list of safe senders).

**Application deadline is Sunday, August 4, 2024.** Applicants with the most relevant experience and qualifications suitable for the position will be contacted for an interview.

*The following application items are required to be considered\*:*

1. Fully completed CalOpps employment application
2. Cover letter
3. Resume
4. Supplemental question responses

*\*Incomplete CalOpps employment applications, or applications without the required application items listed here, will not be considered for the position.*

**Interview Schedule (we are unable to accommodate individual schedules):**

First interview (virtual): Wednesday, August 14, 2024

Skills Assessment (in-person): Wednesday, August 28, 2024

Final interview (in-person): Wednesday, September 11, 2024

**A note to applicants who currently live outside of the San Francisco Bay Area:** before committing to the application process, and if you haven't done so already, we suggest evaluating the feasibility of relocation. We recommend researching the cost of living in the San Francisco Bay Area, the cost to relocate, and typical commute times to Los Altos from outlying areas.

At Midpen, we believe open space is for all. Our public lands are shared spaces provided for the community by the community. All people, regardless of background, deserve respect, dignity, safety, and a sense of belonging. Midpen welcomes all people to enjoy the public open space preserves we hold in trust, supporting the mental, physical, and social well-being of our region.

Midpeninsula Regional Open Space District is an Equal Opportunity Employer  
Applicants with disabilities may request reasonable accommodation by contacting the Human Resources department at  
(650) 691-1200 or via email at [hr@openspace.org](mailto:hr@openspace.org).

*Put your passion for Open Space to work!*